

PERMANENT SPECIAL MEDIA RECORDS (see also ADM 17 and 21)

1. Cartographic Records:

Permanent:

Published Maps: One copy of each published map, chart, atlas, portfolio, and photomap produced by an agency, including each edition and variant, and all related indexes.

Manuscript and Annotated Maps: Hand-drawn originals and base maps with significant changes or additions.

Temporary: Material prepared during the intermediate stages of publication such as scribed plastic sheets, color separation sheets, color composites, photographic negatives, photographic enlargements or reductions, and proofs whose informational content is duplicated by the final published map.

2. Aerial Photographic Records:

Permanent: Vertical and Oblique Aerial Film. Conventional film images produced with cameras in black and white, color, or false color, including original or master negatives, annotated prints, and prints for which no negatives exist, as well as all related indexes. (Note: Most recent remote sensing imagery is digital and therefore an electronic record).

Temporary: Unannotated prints, enlargements or reductions when the record negative is in good condition and scheduled as permanent.

3. Architectural and Engineering Drawings

Selection Criteria for Permanent Architectural and Engineering Drawings:

Permanent Architectural Drawings usually depict buildings owned or used by the Federal Government. Permanent Engineering Drawings usually depict objects intended for use by the Federal Government or were used in Federal patent or other approval, research, or development activities. Permanent drawings usually depict buildings or objects that reflect major agency activities, long-lasting and important structures, standard or typical designs, distinctive architectural style, innovations or prototypes, or selection for preservation by national organizations (Historic American Buildings Survey/Historic American Engineering Record or National Register of Historic Places).

Permanent Architectural Drawings:

Final Working Drawings or As-Built Drawings: Original drawings, master tracings, or blue-print copies showing the building as constructed, including the following types: site plan or general layout, exterior and interior elevations, floor plans, sections, and plans of architectural details.

Preliminary Design and Presentation Drawings: Competition or pre-construction drawings and sketches, often perspective views with color and considerable aesthetic appeal.

Project Specifications: Textual-format or sheet-format guide to material and other requirements for the building project.

Repair and Alteration Drawings. Drawings that depict major changes to the building's appearance or function.

Temporary Architectural Drawings: Drawings of temporary structures or buildings not critical to the agency mission; drawings of plumbing, electrical, or HVAC systems; contract negotiation drawings; space assignment plans.

Permanent Engineering Drawings:

General Drawings: Drawings of the object or equipment in its entirety and its major components, including the following types: general arrangement, general layout, final assembly, plan-elevation-section, inboard/outboard profile, front/side/rear/top view.

Preliminary Design, Concept, and Artistic Drawings: Pre-construction drawings and sketches as well as drawings with aesthetic appeal or those that are artistically rendered.

Temporary Engineering Drawings: Drawings of routine minor parts such as fasteners, fittings, brackets, beams; drawings reflecting minor modifications; paint plans and samples.

4. Motion Pictures and Video Recordings

Permanent:

Edited Productions: Edited agency informational, educational, and recruiting films and videos intended for public distribution; agency training films and videos that explain or document significant agency functions or activities intended for internal or external distribution; documentary footage shot for research and development, fact finding, intelligence analysis, or other studies; and films and videos produced

under contract or grant that are submitted to the agency that are of significant historical value to the agency.

Unedited Documentary Footage: Unedited original documentary film or video footage created either during the course of an agency film or video production, or shot during an agency operation, project, or activity, that shows un-staged and unrehearsed events of significant historical interest. Includes coverage of public meetings, speeches, conferences, and testimonies of agency officials before congressional committees and other hearings. Other examples would be extended outtakes of documentary footage not used in a permanent edited production, or raw documentary coverage of an event of historical significance.

Acquired Motion Picture or Video Productions: Edited films or video productions acquired from outside sources that relate to significant activities of historical interest, or are used to carry out or supplement agency programs, training, operations, or intelligence activities, and other significant aspects of the agency's work.

Temporary:

Edited agency produced films and videos that document routine and standard events and activities such as training classes, seminars, presentations, award ceremonies that are determined to be not of historical significance or that do not document a significant function or aspect of an agency's work. Included are internal personnel and management productions and pre- and post-production working elements, such as titles, voice narrations, music mixes, re-takes, etc. that are necessary initially to prepare the final edited production.

Unedited film or video footage that does not document significant events or activities of historical interest, or was rejected as being repetitive, of poor quality, or technically deficient, or where the footage is unarranged and unidentified as to subject, place, or date.

Motion picture films or video recordings acquired for routine personnel, management, and supervisory training, or for administrative purposes such as used for CFC or Savings Bonds campaigns.

5. Still Photographic Records

Permanent:

Agency Public Affairs and Special Events File. Encompasses black-and-white and color photographic prints, negatives, contact sheets, slides, and

transparencies compiled for use in agency newsletters, publications, and for assorted other public affairs purposes.

Portrait views of the Head of the agency, Deputy Head, and other senior agency officials; coverages of swearing-in events, confirmation hearings, press conferences, Congressional testimony, policy meetings, conferences, and special studies, project launchings, official investigation trips, historic commemorations, and other major events featuring such senior officials; coverages of agency facilities construction, renovation, and expansion; coverages of technological initiatives central to agency mission; coverages of visits to agency sites by political, military, and cultural dignitaries; coverages of program implementation in the field, and other subjects bearing on the unique responsibilities of the agency.

Photographs, Maintained Agency-wide, Documenting Personnel, Events, Facilities, and Programs. Encompasses any photographic files, created or assembled by units or offices across the agency.

Black-and-white and color photographic prints, negatives, contact sheets, slides, transparencies compiled for subjects or documenting senior officials and mission-related subjects as described in paragraph 2 above.

Black-and-white and color digital images---digitally-born photographs or scanned versions of conventional photographs---compiled for subjects or documenting senior officials and mission-related subjects as described in paragraph 2 above.

Temporary:

Portrait views of non-senior agency staff; coverages of employee awards events and retirement ceremonies; and coverages of workshops, campaigns, or commemorations common to most federal agencies (for example, CFC, Savings Bond campaigns, blood drives, health fairs, ethnic history month events).

Black-and-white and color photographic prints, negatives, contact sheets, slides, transparencies, and digital images pertaining to routine, non-mission-related subjects as described in the above paragraph.